

FERRIS STATE UNIVERSITY

HUMAN RESOURCES

Position Title:	Coordinator of Athletic Operations
Location:	Big Rapids (Main Campus)
Department:	51300 - Ice Arena Operations
Advertised Salary:	Salary to commensurate with experience
FLSA:	Exempt
Temporary/Continuing:	Continuing
Part-Time/Full-Time:	Full-Time
Union Group:	N/A
Term of Position:	12 Month
At Will/Just Cause:	Just Cause
Summary of Position:	Coordinate oversight of athletic event operations, including varsity game operations, athletic camps, and special events in conjunction with athletic facilities. Primary contact for all Athletic Facility scheduling, as well as overall responsibility for scheduling software and reservation processes. Serve as secondary contact for athletics with the University's physical plant operation for athletic projects and facility maintenance issues, as well as other duties as assigned by the Athletic Director and Assistant Athletic Director for Facilities and Event Operations.
Position Type:	Staff
Required Education:	Bachelor's Degree
Required Work Experience:	Minimum: Two years of athletic events, camps, and/or athletic facility management experience. Revenue generation experience

Required Licenses and Certifications:	
Physical Demands:	<ul style="list-style-type: none"> • Bending • Carrying • Moving • Reaching • Sitting • Twisting • Driving • Lifting • Pulling/Pushing • Repetitive Movement • Standing
Additional Education/Experiences to be Considered:	
Essential Duties/Responsibilities:	<ol style="list-style-type: none"> 1. Provide oversight of event/game management responsibilities in concert with the Assistant AD for Facilities and Event Ops. 2. Serve as department's primary liaison with campus & community partners for special events & projects. 3. Work in conjunction with athletic coaches and other university staff to plan, coordinate, market, and stage university sponsored sports camps. 4. Assist Manager for Athletic Facilities on all Physical Plant & IT work orders and project coordination. 5. Serve as athletic department liaison to NCAA, GLIAC, CCHA, MHSAA and outside groups for all special event bids and hosting opportunities. 6. Responsible for oversight of facility scheduling of non-ice facilities and creating and maintaining a positive environment between all campus & community user groups. 7. Provide scheduling and revenue producing oversight in billing and accounts receivables where all non-ice athletic facility rental income is concerned. 8. Develop, supervise, and implement internship program for operations & facilities. 9. Provide statistical analyses and prepare reports. 10. Assist as needed with facility management, athletic ticketing, and overall event operations, including facility tournament administration.

	<p>11. Assist the Athletics Office Manager with maintaining accurate and complete financial accounts, as well as the preparation of budget reports.</p> <p>12. Demonstrates an understanding of diversity, equity, and inclusion, especially in working relationships with students, staff, and community members.</p> <p>13. Additional duties and/or special projects as assigned by Athletic Director and Assistant AD for Facilities & Operations.</p> <p>14. Any other duties assigned within the position classification area.</p>
Marginal Duties/Responsibilities:	<p>1. Represent Ferris State athletics and by serving on various committees and/or attending meetings at the request of the Athletic Director and the Assistant AD for Facilities & Operations.</p> <p>2. Assist in the coordination of athletic camp payroll, employment processes, and submission of all necessary camp personnel forms and paperwork.</p>
Skills and Abilities:	<p>Job requires excellent organizational & communication skills (both written and oral), the ability to effectively manage staff in event operations, facilities management, and athletic camp settings and provide solid customer service to diverse constituents and user groups. Must be proactive and able to work collaboratively with multiple user groups demonstrating confidence and knowledge of how events and facilities operate. Must be able to work varied hours, which includes weekends, nights, and travel when required.</p>
Required Documents:	<ul style="list-style-type: none"> • Resume • Cover Letter • Unofficial Transcript
Optional Documents:	
Special Instructions to Applicants:	<p>Transcript 1 (REQUIRED): Applicants must attach a copy of unofficial transcript of Bachelor's degree.</p> <p>Transcript must include Institution name, applicant name, date degree attained, degree awarded. Finalist will be required to submit an official transcript.</p>

Initial Application Review Date:	October 24, 2022
Open Until Position is Filled?:	Yes
Posting Close Date:	
Contact Information and EEO Statement:	<p>For inquiries related to this job posting please contact Nichelle Baker - Ferris State University's Human Resources Department at (231) 591-2150 Monday - Friday between 8 AM to 5 PM EST or you may email us at www.fsujobs.com.</p> <p>Ferris State University, an Affirmative Action/Equal Opportunity employer, is committed to enhancing equity, inclusion, and diversity within its community. Ferris offers employment opportunities to qualified candidates seeking careers in a student-focused environment that values opportunity, collaboration, diversity and educational excellence. Learn more about the Ferris Mission and community at ferris.edu. The University actively seeks applications from women, minorities, individuals with disabilities, veterans, and other underrepresented groups. For more information on the University's Policy on Non-Discrimination, visit: Ferris Non-Discrimination Statement.</p>